September 9, 2014

TO: Directors of Special Education
    Administrators of a State Facility
    Administrators of a Charter School
    Administrators of an Approved Private School for the Disabled

FROM: Peggy McDonald, Director
      Office of Special Education Programs

SUBJECT: Orientation Session for Administrators via Webinar: Training Series in Community-Based Instruction for Students with Disabilities

The New Jersey Department of Education, Office of Special Education Programs (NJOSEP), in partnership with The Boggs Center on Developmental Disabilities, will conduct an orientation session for special education administrators via webinar on the training series in community-based instruction (CBI) for students with disabilities. Community-based instruction is a research-based practice that involves the use of sustained and repeated instructional activities that take place in various natural community environments outside of the school building in order to facilitate skill development and generalization in employment, community activities (e.g. shopping, banking, post office use) and recreation while addressing the Core Curriculum Content Standards and Common Core State Standards.

This year, the training series will focus on Using CBI to Teach the Application of Academic Skills During Community Living and Community-based Recreation, Management and Supervision of CBI, and Using CBI for Career Exploration, in addition to Foundations of CBI. The training series also includes on-site technical assistance to implement these practices within participating districts and schools and a CBI Program Showcase. Because administrative support and involvement is essential for successful implementation of instructional practices, NJOSEP is offering this orientation session for administrators who are seeking to initiate or enhance their CBI practices. The orientation session will describe the CBI training series that will be offered this school year, as well as the administrative and organizational supports needed to support these practices in your district.

Administrators who participate in the orientation session and agree to make a commitment to the creation or expansion of quality community-based instruction practices will be provided with registration materials to register a team of school staff for the training series.

The orientation session for administrators will be held on Tuesday, September 23, 2014 from 9:30 to 11 a.m. Workshop descriptions and webinar registration information are attached.
I strongly encourage your district or school to pursue the enhancement or creation of CBI programming for students with disabilities. If you would like to learn about the CBI trainings for this year, please complete and return the attached registration form for the orientation session for administrators. All webinar registrants will receive an email with instructions on how to participate in the webinar, along with a PowerPoint presentation and resource documents.

Please note: Registration for 2014-2015 CBI staff training series will only be available to districts or schools who participate in the orientation session for administrators. If you have questions about the orientation session for administrators or the CBI staff training series, please contact Bill Freeman at (609) 292-0362.

PM/LDN/BF
Attachment
c: Acting Commissioner David C. Hespe
    Susan Martz
    Lorelei Drew-Nevola
    Bill Freeman
    Executive County Superintendent
    County Supervisors of Child Study
Description of the Training Series
Workshops on community-based instruction (CBI) in the 2014-2015 school year are offered as a single series of trainings for teams of staff from schools/districts. Registrants must attend all seven days of the series, except as noted below for days 6 and 7.

Audience: Teachers, administrators, and job coaches who are or will be responsible for overseeing and/or delivering CBI for students with disabilities. Schools/districts must send a team of at least three attendees including one administrator. If a school/district had staff attend CBI training topics from the NJDOE/Boggs Center in prior years, and has since added new members to their CBI team, the new members may register individually for this year's training series. If an educator previously attended some, but not all of these sessions and would like to register for an individual session not previously taken, that is permissible upon prior approval from Dr. Dan Baker (dan.baker@rutgers.edu).

Day 1: Foundations of CBI
This day will serve as an introduction to the basic concepts and principles involved in providing effective community-based instruction for students with disabilities. Participants will learn current, effective methods for how to implement CBI during employment, recreation, and community living activities that address the Core Curriculum Content Standards/Common Core State Standards. This day will include an overview of these training areas with an emphasis on the use of systematic instruction, promotion of student independence, and natural supports.

Day 2: Management and Supervision of CBI
There are some unique management and supervisory issues related to implementing CBI. Therefore, day 2 of the training series will address common administrative challenges of including students with disabilities into the community. Topics to be covered include: staff selection for CBI programs, staff training, systems of supervision, and ongoing program evaluation. Teams will have time throughout the day to generate their plans for establishing or expanding CBI within their school/district, including potential onsite technical assistance from The Boggs Center.

Day 3: CBI Program Showcase
The CBI Program Showcase will provide an opportunity for training participants to hear from other local schools/districts about their outstanding CBI efforts. School/district presentations will include information about their CBI activities and how their CBI program was developed, including use of available resources and strategies used to overcome challenges, and time for Q & A. Presentations will be from 15 to 30 minutes in duration.
Day 4: Using CBI to Teach the Application of Academic Skills During Community Living

In-school instruction is often ineffective in teaching students with disabilities to apply academic skills needed for activities such as banking, shopping, and library use. Community-based instruction is an important component of teaching students these necessary skills for independence and to ensure that students are able to apply newly acquired academic skills in their home community environment. While this is true of all students, students with more severe disabilities may be most in need of this kind of instruction. This training will include strategies and techniques for using systematic instruction in the community, including prompting systems, data collection, positive reinforcement techniques, and error correction.

Day 5: Using CBI to Teach Community-based Recreation

Students with disabilities often have few community-based, integrated recreational activities. Participation in community recreation opportunities is vital for the development and growth of personal relationships, friendships and connections to other areas of adult life including employment. Day 5 of this training series will address increasing the number of typical, community recreational activities in which students with disabilities participate, and strategies and techniques for teaching recreational and other related skills to allow for greater social inclusion.

Days 6 and 7: Using CBI for Career Exploration

New Jersey is an Employment First state! Simply stated, that means that integrated employment in the community (with appropriate supports) is the preferred option for all individuals with disabilities. Preparing all students with disabilities for employment in the community is now our collective priority. Students aged 16 and up who explore careers through paid and/or unpaid work experiences in the community have the opportunity to learn firsthand about their capabilities, relative strengths, preferences, and interests related to careers. In order to learn and perform successfully in the workplace, many students with disabilities need the support of teachers, job coaches, and worksite mentors. The last two days of this training series will address strategies for developing a community-based career exploration program. Topics to be addressed include: assessing student abilities, preferences, and support needs; developing relationships with employers; analyzing work and social demands; and coordinating and providing support (including the use of systematic instruction and natural supports) for students to be successful in their work environment. Since this training applies only to staff serving students aged 16 and older, educators who work exclusively with students aged 15 and below may choose not to attend these two days, however, these staff are welcome to attend this training topic to learn about the services that their students can receive in the near future.
The training series will be offered at the following three locations and dates:

**Learning Resource Center – North Satellite**
Day 1: Monday, November 17, 2014
Day 2: Wednesday, December 10, 2014
Day 3: Friday, January 9, 2015 (additional date of January 14 will be added if needed)
Day 4: Wednesday, February 11, 2015
Day 5: Friday, March 6, 2015
Day 6: Monday, April 20, 2015*
Day 7: Monday, May 11, 2015*
Snow Date if Needed: June 3, 2015

**Learning Resource Center - Central**
Day 1: Friday, November 21, 2014
Day 2: Wednesday, December 17, 2014
Day 3: Tuesday, January 13, 2015
Day 4: Tuesday, February 17, 2015
Day 5: Friday, March 27, 2015
Day 6: Tuesday, April 21, 2015*
Day 7: Tuesday, May 5, 2015*
Snow Date if Needed: June 2, 2015

**Learning Resource Center-South**
Day 1: Thursday, November 20, 2014
Day 2: Monday, December 15, 2014
Day 3: Wednesday, January 7, 2015
Day 4: Monday, February 9, 2015
Day 5: Friday, March 13, 2015
Day 6: Monday, April 13, 2015*
Day 7: Monday, May 18, 2015*
Snow Date if Needed: June 1, 2015

* Attendance on Days 6 and 7 is optional for staff from schools who work exclusively with students under the age of 16.
REGISTRATION FORM

Webinar for Special Education Administrators:
Training Opportunities in Community-Based Instruction (CBI)
for Students with Disabilities

Presented by:
New Jersey Department of Education, Office of Special Education Programs
in partnership with
The Boggs Center on Developmental Disabilities,
Rutgers Robert Wood Johnson Medical School
Department of Pediatrics
Grant Award #H 323A010006

Date: Tuesday September 23, 2014
9:30 a.m. – 11:00 a.m.

Upon receipt of this completed form, you will be sent an email with instructions on how to participate in the Webinar along with a PowerPoint presentation and resource documents.

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Special Assistance: If special assistance is required (e.g., WebCapTeL, Video Relay, etc.) please call Ann Marie McVay two weeks prior to the webinar (732-235-9324). If requests are received later than this, we will make every attempt to accommodate, but arrangements cannot be guaranteed.

Mail, fax, or email registration to: Ann Marie McVay  Email: mcvayan@rwjms.rutgers.edu
The Boggs Center, Rutgers RWJMS
P.O. Box 2688
New Brunswick, NJ 08903
732-235-9324 (phone)  732-235-9330 (fax)

Registration must be received no later than September 19, 2014. Please call Bill Freeman at (609) 292-0362 if you have questions about this training series.